

Idaho Heating, Ventilation and Air Conditioning Board Meeting

Monday – July 21, 2003
Division of Building Safety – Meridian, Idaho

CALL TO ORDER Chairman Minegar called the meeting to order at 9:05 am on Monday, July 21, 2003 at the Division of Building Safety, Meridian, Idaho.

PRESENT Board members present included Pat Minegar, Russ Firkins, Jim Bledsoe, Steve Brown, Steve Keys, and Mike Wisdom. Present from the Division of Building Safety were Dave Munroe, Administrator; Marsi Woody, Financial Officer; Shauna Wallace, Administrative Assistant and recording secretary; Bob Rawlings, Plumbing Bureau; Jack Rayne, Building Bureau; and Arlan Smith, Building Bureau. Also present were Bob Corbell, IEC Association; Brent Moore, Sheetmetal Workers #60; Jerry Peterson, Building Trades; John Paustian, SMWIA, 213; Mike Lyons, Boise State University; Nick Nap, City of Lewiston; Phil Petersen, SMACAN; Les Tibbals, City of Nampa; Collin Smith, SMWCAN 66; Lynn Transtrum, City of Pocatello; Mike Kelly, LU#296; Dwight Perkins, IAPMO; Bruce Graham, Quality Heating; Tena Risley, Northwest HVAC Association; and Cynthia Bennett.

BOARD MEMBER BUSINESS Chairman Minegar asked everyone in the room to introduce themselves.

MINUTES OF 6/5/03 Russ Firkins requested a copy of the letter to HVAC contractors dated
MINUTES OF 6/12/03 January 21, 2003 (attached) referred to in the June 12, 2003 meeting minutes be
MINUTES OF 6/19/03 distributed to the Idaho Heating, Ventilation and Air Conditioning Board (Board).
Mr. Firkins moved to approve the minutes of the Idaho Heating, Ventilation and Air Conditioning Board meetings of June 5, 2003; June 12, 2003; and June 19, 2003.
Seconded. Passed.

REVIEW DRAFT ADMINISTRATIVE RULES Kay Manweiler summarized her list of potential HVAC legislative topics (attached) and encouraged the Board to add to the list as needed.

Ms. Manweiler began her review of the distributed draft administrative rules (rules) (attached) by section, and addressed each section.

The Office of Administrative Rules essentially requires the first ten (10) sections of the draft rule.

Section 000. Legal Authority – directs the reader to the specific statute in Idaho Code giving the Board the authority to promulgate rules.

Section 001. Title and Scope – gives the IDAPA number and title the rule will be referred as, and describes the purpose for the rule.

Ms. Manweiler suggested replacing “licensure” with “certificates of competency” in this section.

Section 002. Written Interpretations – a Board issued interpretation of issues as they come up.

Ms. Manweiler cautioned the Board against issuing written interpretations unless absolutely necessary, as they don't have the force and effect of law because they are not statute and they are not rules.

Section 003. Administrative Appeals – refers to the Idaho Rules of Administrative Procedure of the Attorney General as the process by which contested cases will be resolved.

Section 004. Incorporation by Reference – would include any published documents to which the rule referred.

Section 005. Office – Office Hours – Mailing Address and Street Address – gives office hours and contact information for the principle place of business.

The physical and mailing addresses should both be 1090 E. Watertower St., Meridian, Idaho 83642. The main phone number should be (208) 334-3950 and the main fax number should be (208) 855-2164.

Section 006. Filing of Documents – outlines acceptable avenues for submitting documents intended to be part of an official record for decision.

Ms. Manweiler pointed out that e-mail is not an acceptable way to submit these types of documents.

Section 007. Public Records Act Compliance – states that the Board is subject to the provisions of the Idaho Public Records Act.

Section 008. Changes in Name and Address – Address for Notification Purposes – this section directs how and when a name change or address change should be reported.

This section also makes clear the Board's intent to utilize the most recent mailing address on record with the Board for all written communication.

Ms. Manweiler suggested expanding this section to require any change notifications to be made in writing. Mr. Firkins requested "journeymen" be added to Subsection 008.03.

Section 009. Meetings – states that Board meetings are subject to the provisions of the Idaho Open Meeting Law.

Section 010. Definitions – defines terms commonly used throughout the Board's rules.

Ms. Manweiler requested the Board inform her of any definitions they would like to have added.

Chairman Minegar took a moment to remind meeting attendees their input is welcome.

Sections 011.-019. Reserved – for future use to avoid renumbering the entire rule when sections are added.

Section 020. HVAC Contractor and HVAC Journeyman Applications for Examination and Certificates of Competency, and Registration of Apprentices – essentially deals with applications: forms, fees, submission, and expiration.

Ms. Manweiler suggests adding a provision to Subsection 020.04. outlining what occurs if the applicant appears, but does not pass the test. Additional discussion took place regarding how many times an applicant may test and in what time frame. The Board will revisit the issue after choosing how the Bureau will test.

Section 021. HVAC Contractor Certificate of Competency – requirements that would apply before and after the grandfathering period.

Subsection 021.02. Requirements that would apply during the grandfathering period. Subsection 021.02.a. reflects the bond requirement in the statute. Ms. Manweiler suggested the Board look at the bond requirement as something they may want to change in the statute. Subsection 021.02.b. outlines possible ways to prove qualification. Subsection 021.02.c. applies to statute's requirement for an exam. Ms. Manweiler's suggestion was to give a jurisprudence exam. This could be a one page, open book exam based on a copy of laws and rules provided to the applicant at the time of application. Chairman Minegar told the Board the exam could be as simple as having them acknowledge on their application that they've read the laws and rules provided to them by initialing their application. Jim Bledsoe agreed and also felt this would assist in clearing up some misunderstandings. Bruce Graham, as a contractor, would not be opposed to taking this type of exam.

Subsection 021.01. Requirements that would apply after the grandfathering period expires. Ms. Manweiler reminded the Board that her draft is a rough outline to prompt the Board's discussion. Subsection 021.01a. reflects the bond requirement in the statute. Subsection 021.01.b. outlines possible ways to prove qualification. Subsection 021.01.c. reflects exam requirement in the statute. Subsection 021.01.d. Ms. Manweiler added this section to her draft after reviewing different kinds of licensing and found that some Boards like to know if the applicant has ever had a license revoked. Subsection 021.01.e. possibility of requesting proof of employment of HVAC journeyman; some sort of employee affidavit. Ms. Manweiler pointed out that the Board would be licensing individuals, not businesses. Meaning the owner of an HVAC Company would either have to be an HVAC Contractor or employ an HVAC contractor or journeyman. Chairman Minegar confirmed the Board's intent to allow someone to own a company without having to be a journeyman him- or herself. Ms. Manweiler finalized qualifications as: two years on the job education, two years work experience as an HVAC journeyman, an exam to be determined by the Board, and a review of previous license revocation.

In response to a question posed by John Paustian, Ms. Manweiler pointed out that the statute does not distinguish between residential and commercial work. Mr. Firkins expressed interest in possibly refining the statute at a later date.

Bob Corbell asked the board if it would be possible to begin licensing prior to July 1, 2004. Ms. Manweiler explained that while it is possible, it makes no sense to do so. Because the license could not be enforced until July 1, 2004, the person who carried it would still be required to carry a license with their local city or county until the state license becomes effective July 1, 2004.

Chairman Minegar ordered a fifteen-minute break.

After some discussion regarding the grandfathering deadline and the start date for licensing, permitting and inspection the Board determined that a legislative idea form should be submitted for the upcoming legislative session. The idea would change the start date for permitting and inspecting from July 1, 2004 to October 1, 2004; and change the licensing grandfathering deadline from December 31, 2004 to March 31, 2005. Steve Keys posed the question of whether or not an applicant will be able to meet the licensing requirements between the start date for licensing and the end date for grandfathering. Ms. Manweiler suggested deleting the date in Subsection 021.01.; and in Subsection 021.02. change the title to be characterized as alternate requirements.

Section 023. (should be 022.) HVAC Specialty Contractor Certificate of Competency – mirrors the requirements for the HVAC contractor certificate of competency.

Subsection 023.02. Requirements that would apply during the grandfathering period. Subsection 023.02.b. Ms. Manweiler will add the word “specialty” in front of “...contracting prior to...” and change the effective date in accordance with what the Board decided on earlier. Subsection 023.02.c. replace with an attestation in the application.

Subsection 023.01. Requirements that would apply after the grandfathering period expires. Ms. Manweiler will delete the date. Subsection 023.01.b. leave in the word “specialty” even though there is no specialty journeyman category at this time. The specialty journeyman category idea could be brought to the legislature this upcoming session. Change the education qualification to one-year work experience in a specialty field.

Section 024. (should be 023.) HVAC Journeyman Certificates of Competency – requirements that would apply before and after the grandfathering period.

Subsection 024.02. Requirements that would apply during the grandfathering period. Change effective date to April 1, 2005. Subsection 024.02.a. proof of experience, certification by current or past employer (notarized) that applicant has been doing work as a journeyman; certification in another Idaho jurisdiction. Subsection 024.02.b. jurisprudence exam or attestation.

Subsection 024.01. Requirements that would apply after the grandfathering period expires. Delete date. Subsection 024.01.a. four years as a registered apprentice. More detail needs to be added to this subsection per Ms. Manweiler. Subsection 024.01.b. successfully complete formal apprentice training. Ms. Manweiler points out that the Board needs to approve a training program. Subsection 024.01.c. exam to be determined by the Board. Subsection 024.01.d. pass practical work with no violations (need to define what constitutes a violation). Subsection 024.01.e. needs to be its own section of rule.

Subsection 025. HVAC Apprentice Requirements for Registration - requirements that would apply before and after the grandfathering period.

Subsection 025.02. Requirements that would apply during the grandfathering period. Ms. Manweiler recommended no grandfathering period, but rather the Board incorporate a timing element to enable applicants to be given credit for work performed (notarized) when they register. Mr. Firkins suggests using similar grandfathering provisions to the journeyman grandfathering provisions.

Subsection 025.02. Requirements that would apply after the grandfathering period. Mr. Keys suggested multiple specialty categories and as apprentices work through each specialty they would be working toward a journeyman license. Chairman Minegar and Mr. Bledsoe will meet prior to the next Board meeting to compile a list of subcategories of apprentice. Mr. Graham suggested one license with several different endorsements.

Chairman Minegar ordered a lunch break.

Subsection 025.01.a. minimum of sixteen (16) years of age through a qualified program. Subsection 025.01.b. maintain enrollment in an approved training program. Subsection 025.01.c. journeyman supervision affidavit. Subsection 025.01.d. Ms. Manweiler suggested making the journeyman to apprentice ratio its own section of the rule. Change to read “under constant supervision.”

Sections 026-049. Reserved – for future use to avoid renumbering the entire rule when sections are added.

Section 050. HVAC Permits

Subsection 050.01. Each permit shall bear a serial number.

Subsection 050.02. HVAC Contractors – the Division of Building Safety will furnish permits registered in the name of the certified HVAC contractor to whom they are issued and they will be non transferable.

Subsection 050.03. Home Owners, Commercial, Industrial and Others – Ms. Manweiler will rewrite this subsection and divide it into homeowners and contractors.

Subsection 050.04. Expiration of Permit – essentially if the permit expires the permit holder must obtain a new permit prior to recommencing work.

Sections 051-059. Reserved – for future use to avoid renumbering the entire rule when sections are added.

Section 060. Required Inspections – all work performed under a HVAC permit will be inspected in accordance with statute.

Subsection 060.01. Request for Division of Building Safety Inspection – this section outlines the process by which an inspection will be requested by permit holders.

Subsection 060.01.a. permit holder will notify the Division of Building Safety at least one (1) day prior to the desired inspection.

Subsection 060.01.b. if a reinspection is required due to a failure to meet requirements the permit holder will be charged a fee.

Subsection 060.02. Inspection Tags – When permitted work is approved the inspector will certify approved work to the permit holder by securely attaching an inspection tag to the equipment stating completion of the final inspection.

Subsection 060.02.a. Final Inspection tags (blue) will be attached when installation specified on the permit is complete and conforms to the requirements of the code and rules.

Subsection 060.02.b. Inspection tags (red) for unacceptable installations where corrections will be required.

The Board agreed a tag for rough in inspections is needed (approved for cover – not final, but that particular work is acceptable).

Section 061. HVAC Permit and Inspection Fees – outlines fees required.

Subsection 061.01. Residential Single and Duplex Family Dwelling Fees – a base fee plus an inspection fee based on criteria outlined in Subsections 061.01.a. through Subsection 061.01.c. Fees listed are draft only at this time; permanent fees are yet to be determined based on areas to be inspected and costs.

Subsection 061.02. Multifamily, Commercial, Institutional, Industrial, and All Other HVAC Installation Fees - a base fee plus an inspection fee based on criteria outlined in Subsections 061.02.a. through Subsection 061.02.d. Fees listed are draft only at this time.

Section 062. Inspectors – this section of rule outlines who will hire inspectors and which qualifications inspectors are required to possess.

Subsection 062.01. Outlines who is responsible for the appointment of inspectors.

Subsection 062.02. Qualifications of Inspectors – required qualifications are broken out into two categories. Subsection 062.02.a. residential mechanical inspector qualifications to be determined. Subsection 062.02.b. commercial mechanical inspector qualifications to be determined. Jack Rayne interpreted the statute to read inspectors should be knowledgeable in residential and commercial, which could require them to be certified in both categories.

Sections 063-069. Reserved – for future use to avoid renumbering the entire rule when sections are added.

Section 070. A section of rule needs to be added regarding continuing education requirements and will be addressed at a later date.

The Board discussed the advantages and disadvantages of promulgating rules prior to the legislative session versus promulgating temporary rules after the session. Promulgating temporary rules after the session would assist in avoiding industry confusion as they could incorporate any changes the Legislature makes during the session.

Ms. Manweiler will distribute to the Board a redraft of the rules, most specifically Sections 000. through 024., for review next week.

LEGISLATIVE IDEAS

Ms. Manweiler led the Board's discussion regarding the potential HVAC legislative topics handout. Ms. Manweiler reminded the Board that the list was far from complete and that some topics were based on outcomes of decisions made by the Board. Additions to the list were made and included: reciprocity, business licensing vs. individual licensing, clarifying how many times an applicant can test (and fail) before having to return for further education, and segregating commercial and residential categories. At Chairman Minegar's request, Ms. Manweiler will keep the draft list going and will separate the items based on whether or not each topic is housekeeping. Ms. Manweiler will compile a legislative idea form regarding housekeeping issues for submission to the Division of Financial Management.

Chairman Minegar ordered a ten-minute break and Ms. Manweiler left the meeting.

REVIEW ID
CITY/CNTY 2003
CODE SURVEY

Mr. Rayne handed out a copy of the 2003 Idaho Mechanical/Gas Code Program survey (attached) that was sent to cities and counties and reviewed it with the Board. The first page lists only the counties that responded to the survey. Canyon County is probably a code adopter, however, they failed to respond with the requested information. The bottom of page 4 summarizes the city response information. Those cities listed have provided an ordinance validating that they've adopted a code. Steve Brown will ensure Valley County's ordinance is provided to Mr. Rayne. A couple of high growth areas not listed include Meridian, Kuna, Lewiston and Nampa. They probably adopted a code, but have not yet submitted their ordinances. HVAC inspectors will inspect in any areas where there are no mechanical or gas codes adopted. Any area where there is no certified inspector, but there is an adopted code will either need to get their inspector certified or have inspections performed by a state inspector. The last page is a list of certified mechanical inspectors from the International Code Council. Mr. Rayne will have additional follow-up information at the next Board meeting.

BOARD MEETING
CALENDAR

After some discussion, Chairman Minegar finalized the next Board meeting to be held Thursday, August 7, 2003 from 9:00 am to 4:00 pm at the Division of Building Safety in Meridian, Idaho. Additional meetings were set for Thursday, August 14, 2003 at the Division of Building Safety in Meridian, Idaho; and Thursday, September 11, 2003 in Post Falls, Idaho.

DISCUSSION ON
AUGUST 7, 2003
MEETING

For planning purposes Dave Munroe asked the Board to provide the Division of Building Safety staff with their travel preferences for the Thursday, September 11, 2003 Board meeting at the Thursday, August 7, 2003 Board meeting.

NEW BUSINESS

Chairman Minegar asked if anyone had any new business. In response to a question by Cynthia Bennett, Chairman Minegar informed her that although the statute does not call for a HVAC installer to sit on the Board, the Board's meetings are open to the public and they do welcome and encourage input from the public and those who work in the industry. Mr. Bledsoe also told Ms. Bennett that there is an Idaho HVAC Association that meets the third Wednesday of every month at the Meridian Police Station, and while it's for the contractors, installers often attend and are welcome. Chairman Minegar made sure Ms. Bennett was aware of the HVAC website and that it will be used to disseminate information.

ADJOURNMENT

The meeting was adjourned at 3:00 pm.

Respectfully submitted,
Shauna Wallace

POTENTIAL HVAC LEGISLATIVE TOPICS (2004 LEGISLATURE)

1. Clarify Board's authority to promulgate rules to adopt safety codes. Consider this issue with respect to item 10, below (will code that is ultimately adopted control the plan checking function?).
2. Remove "certificate of competency" phrase from 54-5006(2). Confusing—inspectors are inspecting homes, not certificates of competency.
3. Clarify or eliminate bond requirement (or figure out a better way to address the issue).
4. 54-5009(4) clarify "certificate for hearth and barbeque" and the low voltage exception from electrical licensing...consider language that addresses the relationship and/or exemptions applicable to HVAC installers with respect to plumbing and/or electrical licenses.
5. Clarify deadlines both with respect to the issuance of licenses and with respect to grandfathering provisions.
6. Extend date for implementation of inspection program.
7. Incorporate provisions for HVAC specialty journeymen and apprentices (hearthwork? Gas appliances?).
8. Address renewal process: go to three year and/or staggered renewals.
9. Establish a reinstatement process and clarify the implications. Establish a fee for reinstatement of licensure. 54-5013(2) says that certificates can be "revived" within one year; need to add authority for reinstatement of certificates after that time and for reinstatement in the event of disciplinary action.
10. Clarify state inspection authority with respect to state buildings (in light of the recent revisions to the building code advisory board statute).
11. Clarify plan checking requirements—establish fees for same.
12. Add authority to assess civil penalties (and related provisions).
13. Adopt disciplinary process: define board authority with respect to same, detail the grounds for imposition of discipline, clarify industry "standards of practice" if applicable.
14. Consider incorporating "inactive status" provisions.
15. Is there a need for licensure by reciprocity or endorsement?
16. Are there any additional fees that should be authorized (reinstatement; application for reinstatement; plan checking; etc.)?
17. Are any additional definitions necessary ("registration" vs. "issuance of certificate of competency")?
18. Revise 54-5021 to avoid confusion that exists in the existing electrical statute version of this provision. The question is whether "all" means both state and local inspectors, is "all" just state, is the prohibition against engaging in business while employed as inspector applicable to both state and local inspectors?
19. 54-5010(3) clarify what happens if applicant appears but fails the exam.

**IDAPA 07
TITLE 07
CHAPTER 01**

**07.07. - RULES GOVERNING INSTALLATION OF HEATING, VENTILATION, AND AIR
CONDITIONING SYSTEMS**

DIVISION OF BUILDING SAFETY

000. LEGAL AUTHORITY.

This chapter is adopted in accordance with Section 54-5005(2), Idaho Code.

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001. TITLE AND SCOPE.

01. Title. These rules shall be cited in full as IDAPA 07.07.01, "Rules Governing Installation of Heating, Ventillation, and Air Conditioning Systems, Division of Building Safety."

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02. Scope. These rules establish the criteria for minimum standards of heating, ventillation, and air conditioning (HVAC) installation practice, licensure, and educational programs.

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002. WRITTEN INTERPRETATIONS.

This agency has no written interpretations of this chapter.

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003. ADMINISTRATIVE APPEALS.

The Idaho Rules of Administrative Procedure of the Attorney General on contested cases, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure," Section 100, et seq., shall apply in addition to HVAC rules, IDAPA 07.07.01, "Rules Governing Installation of Heating, Ventillation, and Air Conditioning Systems, Division of Building Safety" Sections _____. The HVAC appeal board shall consist of the full HVAC board.

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004. INCORPORATION BY REFERENCE.

There are no documents that have been incorporated by reference into this rule.

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005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS.

The principle place of business of the Division of Building Safety, HVAC Bureau is in Meridian, Idaho. The office is located at 1090 E. Watertower Street, Meridian, Idaho and is open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays. The mailing address is: Division of Building Safety, HVAC Bureau, P.O. Box 83720, Boise, Idaho 83720; the telephone number is (208) 332-7102; and the facsimile number is (208) 855-2164.

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006. FILING OF DOCUMENTS. All written communications and documents that are intended to be part of an official record for decision in a rulemaking or contested case, must be filed with the administrator of the Division. One (1) original is sufficient for submission to Division, and one (1) copy submitted to the opposing party. Whenever documents are filed by facsimile transmission, originals shall be deposited in the mail the same day or hand-delivered the following business day to the Division, and opposing parties. No record intended to be part of an official record for decision in a rulemaking or a contested case may be filed in a manner not set forth in this rule.

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007. PUBLIC RECORDS ACT COMPLIANCE. HVAC board records are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code.

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008. CHANGES IN NAME AND ADDRESS -- ADDRESS FOR NOTIFICATION PURPOSES.

01. Change Of Name. Whenever a change of certificated contractor or registered

apprentice name occurs, the HVAC board must be immediately notified of the change. Documentation confirming the change of name must be provided to the board on request. ()

02. Change Of Address. Whenever a change of certificated contractor or registered apprentice mailing address occurs, the HVAC board must be immediately notified of the change. ()

03. Address For Notification Purposes. The most recent mailing address on record with the HVAC board will be utilized for purposes of all written communication with certified contractors and registered apprentices, including, but not limited to, notification of renewal and notices related to inspections. ()

009. Meetings. HVAC Board meetings are subject to the provisions of the Idaho Open Meeting Law, Title 67, Chapter 23, Idaho Code.

010. DEFINITIONS.

01. Administrator. The administrator of the Idaho Division of Building Safety. ()

02. Board. The Idaho Heating, Ventillation, and Air Conditioning (HVAC) Board. ()

03. Bureau. The Idaho Division of Building Safety, Heating, Ventillation, and Air Conditioning Bureau.

04. Division. The Idaho Division of Building Safety. ()

05. Additional Definitions. Terms defined in Section 54-5003, Idaho Code, will have the same meaning when utilized in these Rules.

06. Rules. IDAPA 07.07.01, "Rules Governing Installation of Heating, Ventillation, and Air Conditioning Systems, Division of Building Safety."
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011. -- 019. (RESERVED).

020. HVAC CONTRACTOR AND HVAC JOURNEYMAN APPLICATIONS FOR EXAMINATION AND CERTIFICATES OF COMPETENCY, AND REGISTRATION OF APPRENTICES. Application forms for HVAC contractor, HVAC specialty contractor, and HVAC journeyman examinations or certificates of competency and for HVAC apprentice registrations, shall be printed and made available by the HVAC Bureau.
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01. Application Forms. All applications for certificates and all applications for registration shall be submitted on forms provided by the HVAC Bureau and shall be properly completed, giving all pertinent information, and all signatures shall be notarized. ()

02. Application, Renewal and Registration Fees. Fees for applications for Examination, Certificates of Competency, Renewal of Certificates, and fees for Apprentice Registration shall be as set forth in Idaho Code Section 54-5012.

03. Application Submission. All applications shall be submitted to the HVAC Bureau and shall be approved by an authorized representative of the HVAC Bureau before any examination may be taken and before any certificate of competency is issued. ()

04. Expiration of Application. As set forth in Idaho Code Section 54-5010 (3), applications shall expire and be cancelled after a period of one (1) year from the date the applicant is approved for

examination if the applicant fails to appear for examination.

021. HVAC CONTRACTOR CERTIFICATE OF COMPETENCY.

01. Requirements For HVAC Contractor (applies after December 31, 2004). ()

a. Applicants shall provide a bond in the amount of two thousand dollars (\$2,000) or provide evidence of such coverage by a corporate industry group bond acceptable to the HVAC board. ()

b. Qualification
Required education
Required work experience
Two (2) years as HVAC journeyman...
Description of work experience...

c. Examination... ()

d. Previous Revocation or Discipline of License in any jurisdiction.

e. Additional documentation:
Proof of employment of HVAC journeyman
Employee affidavit

02. Requirements for HVAC Contractor (applies until January 1, 2005).

a. Applicants shall provide a bond in the amount of two thousand dollars (\$2,000) or provide evidence of such coverage by a corporate industry group bond acceptable to the HVAC board. ()

b. Qualification:
Proof of having engaged in the business of HVAC contracting prior to July 1, 2004 by submission of copies of licenses, tax returns, business advertisements, etc.

c. Examination:
Applicants will be provided copies of the HVAC statute and rules, along with an examination regarding the statute and rules. The examination is to be completed using the statute and rules and must be submitted at the same time as the completed application for a certificate of competency. A minimum score of ____ must be attained in order to be issued a certificate of competency.

023. HVAC SPECIALTY CONTRACTOR CERTIFICATE OF COMPETENCY.

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01. Requirements For HVAC Specialty Contractor (applies after December 31, 2004). ()

a. Applicants shall provide a bond in the amount of two thousand dollars (\$2,000) or provide evidence of such coverage by a corporate industry group bond acceptable to the HVAC board. ()

b. Qualification
Required education
Required work experience
One (1) year as HVAC specialty journeyman...
Description of work experience...

c. Examination... ()

d. Previous Revocation or Discipline of License in any jurisdiction.

e. Additional documentation:

Proof of employment as journeyman/Employee affidavit

02. Requirements for HVAC Contractor (applies until January 1, 2005).

a. Applicants shall provide a bond in the amount of two thousand dollars (\$2,000) or provide evidence of such coverage by a corporate industry group bond acceptable to the HVAC board. ()

b. Qualification:
Proof of having engaged in the business of HVAC contracting prior to July 1, 2004 by submission of copies of licenses, tax returns, business advertisements, etc.

c. Examination:
Applicants will be provided copies of the HVAC statute and rules, along with an examination regarding the statute and rules. The examination is to be completed using the statute and rules and must be submitted at the same time as the completed application for a certificate of competency. A minimum score of ____ must be attained in order to be issued a certificate of competency.

024. HVAC JOURNEYMAN CERTIFICATES OF COMPETENCY.

01. Requirements For HVAC Journeyman (applies after December 31, 2004). ()

a. Four (4) years as a registered HVAC apprentice... ()

b. Successfully complete training courses... ()

c. Pass examination... ()

d. Pass practical work with no violations... ()

e. Continuing education...???

02. Requirements for HVAC Journeyman (applies until January 1, 2005). ()

a. Qualification:
Proof of

b. Examination:
Applicants will be provided copies of the HVAC statute and rules, along with an examination regarding the statute and rules. The examination is to be completed using the statute and rules and must be submitted at the same time as the completed application for a certificate of competency. A minimum score of ____ must be attained in order to be issued a certificate of competency.

025. HVAC APPRENTICE REQUIREMENTS FOR REGISTRATION.

01. Requirements For HVAC Apprentice (applies after December 31, 2004). ()

a. Minimum of sixteen (16) years of age... ()

b. Maintain enrollment in approved training program... ()

c. Journeyman supervision affidavit... ()

d. Journeyman to apprentice ratio affidavit... ()

02. Requirements for HVAC Apprentice (applies until January 1, 2005). ()

a. ???Is there some mechanism for giving apprentice applicants credit for work they have done to date???

b.

026. -- 049. (RESERVED).

050. HVAC PERMITS.

01. Serial Number. Each permit shall bear a serial number.
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02. HVAC Contractors. Permits shall be furnished by the Division to certified HVAC contractors upon request. The serial numbers of such permits shall be registered in the name of the HVAC contractor to whom they are issued and they shall not be transferable. ()

03. Home Owners, Commercial, Industrial, And Others. Home owners making HVAC installations on their own premises, coming under the provisions of Section 54-5002, Idaho Code, shall secure a HVAC permit by making application to the Division as provided by Section 54-5016, Idaho Code. Application forms for commercial and industrial HVAC installations shall be printed by the Division and made available at the office of the Division in Meridian, Idaho. The application form shall be properly completed, signed by the HVAC contractor, and mailed to the Division, together with a verified copy of bid acceptance and the proper permit fee as herein provided. Persons, companies, firms, associations, or corporations making HVAC installations, other than on their own property, must be certified as a HVAC contractor as provided by Section 54-5008, Idaho Code. ()

04. Expiration Of Permit. Every permit issued by the Division under the provisions of Section 54-5016, Idaho Code, shall expire by limitation and become null and void if the work authorized by such permit is not commenced within one hundred and twenty (120) days from the date of issuance of such permit, or if work authorized by such permit is suspended or abandoned at any time after work is commenced for a period of one hundred and twenty (120) days. Before such work can be recommenced, a new permit must first be obtained, and the fee shall be one-half (1/2) the amount required for a new permit for such work; provided, no changes have been made, or will be made in the original plans and specifications for such work; and provided further, that such suspension or abandonment has not exceeded one (1) year. All HVAC fixtures shall be listed on the application for permit.

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051. -- 059. (RESERVED).

060. REQUIRED INSPECTIONS. All work performed under a HVAC permit shall be inspected by a designated, qualified, properly identified agent of the authority having jurisdiction to ensure compliance with Title 54, Chapter 50, Idaho Code, and IDAPA 07.07.01. ()

01. Request For Division of Building Safety Inspection. ()

a. Each permit holder shall notify the Division at least one (1) day prior to the desired inspection, Sundays and holidays excluded, that the project is ready for inspection. ()

b. If a reinspection is required after the final inspection, due to a failure to meet requirements of Title 54, Chapter 50, Idaho Code, and/or IDAPA 07.07.01, the permit holder will be charged a fee not to exceed the actual cost of each reinspection. ()

02. Inspection Tags. When a final inspection is made and the work performed approved, the inspector will certify to the permit holder by securely attaching an inspection tag to the equipment stating completion of the final inspection. ()

a. Final Inspection Tags. Blue: For final, attached when the HVAC installation as specified on the permit is complete and conforms to the requirements of the code and rules. ()

b. Inspection Tags For Unacceptable HVAC Installations. Red: Not acceptable, and when attached to the HVAC installation means that the installation is not acceptable and that corrections will be required. ()

061. HVAC PERMIT AND INSPECTION FEES.

01. Residential Single And Duplex Family Dwelling Fees. Fifty dollars (\$50) base permit fee plus an inspection fee of: ()

a. Fifty dollars (\$50) for each furnace, furnace-air conditioner combination, heat pump, air conditioner, evaporative cooler, unit heater, space heater, decorative gas-fired appliance, incinerator, boiler, pool heater, and similar fixtures or appliances. Fee includes ducts, vents, and flues attached thereto. ()

b. Fifteen dollars (\$15) for each exhaust or ventillation duct such as dryer vents, range hood vents, cook stove vents, bath fan vents, and similar exhaust and ventillation ducts. ()

c. Fifty dollars (\$50) for the fuel gas piping system. ()

02. Multifamily, Commercial, Institutional, Industrial, And All Other HVAC Installation Fees. Fifty dollar (\$50) base permit fee for each building plus an inspection fee based on the selling price of the completed HVAC installation including equipment, appliances, piping systems,

materials, and labor of: ()

a. Three percent (3%) of the value of the HVAC installation up to twenty thousand dollars (\$20,000);

()

b. Plus two percent (2%) of the value of the HVAC installation in excess of twenty thousand dollars (\$20,000) up to one hundred thousand dollars (\$100,000);

()

c. Plus one percent (1%) of the value of the HVAC installation in excess of one hundred thousand dollars (\$100,000) up to two hundred thousand dollars (\$200,000);

()

d. Plus one-half of one percent (1/2%) of the value of the HVAC installation in excess of two hundred thousand dollars (\$200,000).

()

062. INSPECTORS. ()

01. Appointment Of Inspectors. The administrator or the local government having jurisdiction, as the case may be, shall appoint such number of inspectors as are necessary for the effective enforcement of Title 54, Chapter 50, Idaho Code, and IDAPA 07.07.01. ()

02. Qualifications Of Inspectors. ()

a. Residential mechanical inspector

**education
experience
examination**

b. Commerical mechanical inspector

**education
experience
examination**

063. -- 069. (RESERVED).